

# **FACILITY MAINTENANCE TRADES WORKER**

**GRADE: 4**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Facility Maintenance Trades Worker position involves skilled work in such trades as carpentry and painting, and semi-skilled work in lock installation and maintenance, plumbing, electrical, mechanical, HVAC, sheet metal, welding, masonry and other work related to maintaining municipal facilities, buildings, and properties. The work has considerable physical demands and the working conditions can be somewhat disagreeable. The work is reviewed upon completion for adherence to prescribed standards and procedures by the Crew Supervisor.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Performs a variety of tasks as necessary including, but not limited to the following:
- Lays out plans, sets up equipment and calculates dimensions for building projects.
- Supervises and participates in: using and maintaining a variety of manual and power carpentry, painting, etc. tools; building and repairing cabinets, desks, shelving, counters, walls, doors, boxes, bins, racks, bulletin boards, desks, tables, picnic tables, benches, stairs, railings, floor joists, wall frames, rafters,

floors, windows, bleachers, ramps, decks, stages, playground equipment, foot bridges, fences, forms etc.

- Manufactures, fabricates, assembles, repairs and erects wood signs in accordance with Federal, State and local laws.
- Prepares surfaces for painting by washing, sanding, scraping, and using chemical paint removers.
- Works from ladders, scaffolds, platforms, tanks and pits.
- Hangs wallpaper; installs paneling, tiles and ceilings. Mixes and matches paints. Applies paints, stains, varnishes etc. by brush, roller or spray gun to interior and exterior surfaces and trim work.
- Performs glazing; measures and cuts glass; replaces glass in windows and doors; applies putty and caulking to seal cracks. Tests surfaces for content or presence of lead. Recommends methods of lead abatement.
- Installs and maintains, adjusts and repairs locks and door and window hardware.
- Makes temporary or emergency plumbing repairs and installs plumbing fixtures.
- Performs basic electrical tasks, installs switches, receptacles, fuses, ballast, lighting fixtures etc.
- Maintains and adjusts electrical motors, pumps and other mechanical and electrical equipment.
- Performs metal work in areas such as welding, assembly, burning and cutting. Fabricates and installs sheet metal machine guards, ducts, pipes, tanks, sinks, hoods, and similar items. Makes, installs, and repairs all inside and outside sheetmetal such as flashing, gutters, downspouts, clips, hangers, supports and covers.
- Operates power saws to cut bricks and cements block to size as needed.
- Operates mixer to make concrete and cement and performs masonry work.
- Sets and checks grades and line of walls, basins, and other structures; repairs masonry.
- Makes minor repairs to HVAC systems.
- May act as Crew Supervisor in his/her absence.
- Performs all duties in a safe and healthful manner.
- Takes action on work orders, requisitions, memos and letters.
- Prepares incident reports as necessary.
- Explains City policy, rules and procedures to citizens.
- Performs other duties as may be required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a minimum of completion of high school and considerable experience in work which provides a familiarity with the related duties specific to the type of job to be performed. Possession of, or ability to obtain, motor vehicle class CDL operator's license as issued by the

Maryland Department of Motor Vehicles (or applicant's state of residence) within 30 days of employment.

**Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of the repair and operation of electrical, mechanical, and light and heavy maintenance equipment.
- Knowledge of the safety practices inherent in the operation of electrical, mechanical, and light and heavy maintenance equipment.
- Working knowledge of the methods, materials, tools and practices used in building, mechanical and electrical trades.
- Knowledge of general plumbing and sanitation practices.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Ability to understand and follow oral and written instructions from work orders, sketches, drawings and blueprints.
- Ability to diagnose defects and determine materials and labor needed for repair jobs.
- Ability to deal courteously, tactfully and calmly with individuals making a wide variety of requests and inquiries often being of emergency nature, and to distinguish and prioritize between true emergencies and routine service requests.
- Ability to perform work in a safe and healthful manner.
- Sufficient physical strength and ability to do strenuous and heavy manual work for long periods of time and to work safely while exposed to dust, blowing sand, noise, heat, cold and chemical/exhaust fumes.